Summer 2015 Graduate Hall Director for Administration Position Description

The Summer Graduate Hall Director for Administration (GHD for Administration) is a paraprofessional staff member of the Residential Life who is responsible for assisting Residential Life with ongoing administrative tasks and projects. These tasks are include but are not limited to assessment projects and committee work in preparation for the upcoming 2015-2016 academic year. GHDs for Administration must also maintain sensitivity to cultural norms and work to be an ally for students in matters of diversity and diversity education. The successful GHD for Administration is concerned with the growth and development of each individual in their hall(s) and is expected to promote an environment conducive to the overall wellness needs of the residents. GHDs for Administration must demonstrate sound interpersonal skills, initiative, dependability, and a positive attitude. The GHD for Administration reports directly to the Associate Director of Special Interest Communities and Faculty Initiatives (AD of SIC & FI).

Dates of Employment:

Position begins May 22, 2015 and ends July 31st, 2015

Qualifications

Candidates must have experience working with college-age students, ideally in a residence life setting for at least one year. We will prioritize Summer GHD for Administration candidates who have completed at least one semester as a GHD on the Residential Life staff.

Personal Development

A. Willing to engage in conversations and trainings focused on allowing RAs to better understand their own identities;
B. Challenge yourself to achieve higher levels of awareness of people’s perceptions, maintaining appropriate sensitivity and awareness of cultural norms, diversity, and diversity education;
C. Exhibit effective listening and intervention skills that demonstrate and understanding of as well as a sensitive and appreciation for diversity;
D. Maintain positive working relationships with other staff members and offices on campus;
E. Respond to all emergency situations in a calm and responsible manner;
F. Be open to feedback as part of regular supervisory meetings as well as formal evaluation periods;
G. Recognize personal limitations;
H. Recognize the limitations of your role and seek appropriate resources;
I. Take responsibility for the decisions that you have made;
J. Use common sense and good judgment;
K. Consult with AD of SIC & FI before making decisions as warranted.

Community Development

A. Will document all incidents involving all summer housing residents;
B. Will document and inform the Residential Life of all Summer Housing disciplinary cases involving CC or SEAS undergraduates.

Information, Communication, and Resource Referral

A. Attend Leadership Team Meeting with Associate Director & GHDS
B. Check and respond to your email and your campus voicemail at least once per day;
C. Be familiar with, communicate, and enforce policies and procedures in a positive fashion;
D. Be familiar with campus and community resources and provide such information to residents;
E. Maintain regular and frequent communication with (AD for SIC & FI).
**Maintenance and Safety**

A. Understand maintenance reporting, community safety, emergency and fire evacuation procedures;
B. Report needed repairs according to established procedure;
C. Adhere to fire safety evacuation procedures for the area.

**Staff Standards**

A. Role model appropriate behavior at all times, including on-line/social media.
B. Be familiar with, enforce, and be able to explain campus policies/regulations in a positive manner;
C. Encourage students to take responsibility for their own actions and increase their consideration for others;
D. Immediately address and document all incidents and situations that threaten the health, safety, and security of the community.

**Administrative Responsibilities**

A. Will complete **10 hours per week** in a Residential Life office during business hours (Mon.-Fri., 9AM-5PM).
B. Complete assigned paperwork and administrative tasks as per your Associate Director or Associate Director for SIC & FI.
C. Meet the requests from our university partners, including, but not limited to Housing, Public Safety, etc. as per Residential Life professional staff (Associate Directors/Director of Residential Life); D.
D. Document damage or vandalism immediately on an Incident Report.

**Duty Responsibilities**

A. Participate in a rotating, on-call duty schedule as an emergency response contact for the campus community.
B. GHDS may consult with the Professional Staff on Call or Dean on Call, should consultations be required due to serious and complex situations as describe in the Duty Manual.
C. Complete thorough incident reports;
D. The GH will be asked to work with the Residential Life for serious emergencies involving CC or SEAS undergraduates.
E. Follow all other duty procedures as outlined by the Residential Life.

**Personal/Paraprofessional Development & Departmental Responsibilities**

A. Attend all meetings;
B. Balance time commitments;
C. Recognize limitations and work to improve;
D. Be receptive to paraprofessional and personal development;
E. It is expected that the GH for Administration position be the first consideration after academics. Any positions or significant time commitments outside of the GH for Administration position must be discussed with and approved by the AD of SIC & FI BEFORE committing to the external commitments. The AD of SIC & FI may limit time available for any outside commitment;
F. Challenge yourself to achieve higher levels of awareness of people’s perceptions, maintaining appropriate sensitivity and awareness of cultural norms, diversity, and diversity education.

**Remuneration**

A. GHDS of Administration are provided with spring interim and summer Housing

In accordance with its own values and with federal, state, and city statutes and regulations, Columbia does not discriminate in admissions, employment, programs, or services on the basis of sex, race, color, creed, national origin, sexual orientation, or disability. This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required now or in the future.